



C A L I F O R N I A   D E P A R T M E N T   O F  
**Mental Health**

Office of Human Rights  
1600 9th Street, Sacramento, CA 95814  
(916) 654-2327



**INVITATION FOR BID  
Notice to Prospective Bidders**

February 10, 2005

You are invited to review and respond to this Invitation for Bid (IFB), entitled Printing Services, IFB Number 04-74296-000. In submitting your bid, you must comply with these instructions.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at Internet site [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language). If you do not have Internet access, a hard copy can be provided by contacting the person listed below.

In the opinion of The Department of Mental Health (DMH), this Invitation for Bid is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this IFB is:

Iris Frazier  
Office of Human Rights  
Department of Mental Health  
Fax (916) 653-7212 or  
Email [Iris.Frazier@dmh.ca.gov](mailto:Iris.Frazier@dmh.ca.gov)

A **mandatory pre-bid conference** is scheduled to take place on February 28, 2005 from 1:00 p.m. to 3:00 p.m. at the Department of Mental Health, 1600, 9<sup>th</sup> Street, Room 250D for the purpose of discussing concerns regarding this IFB.

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum.

*Original signed by Robert Garcia, Chief Deputy Director, for:*

TERRIE TATOSIAN  
Procurement and Contracting Officer

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\*\*These documents are not required with the bid package but are required upon award of the contract.

## A) Purpose and Description of Services

The Department of Mental Health, Office of Human Rights (DMH-OHR) is soliciting bids from qualified vendors to reproduce copies of Patients' Rights posters and handbooks, according to DMH-OHR specifications, on a "per request" basis. The contracted vendor shall also be responsible for disseminating posters and handbooks directly, on behalf of DMH-OHR, to each customer requesting such materials.

For purposes of this Invitation for Bid (IFB), the term "customer" shall refer to approximately 500 mental health providers, including but not limited to, public and private hospitals, five State Hospitals, county mental health organizations and other not-for-profit agencies.

Project Authority: The Department of Mental Health (DMH) is mandated by law to provide copies of a Patients' Rights poster and Patients' Rights handbook to every facility (customer) providing psychiatric evaluation and/or treatment to inpatients on a voluntary or involuntary basis.

### Scope of Work

Poster Specifications:

- Poster will consist of artwork and typewritten print
- Artwork: DMH-OHR will supply photograph negative of artwork
- Poster Size: 18 inches wide x 25 inches long
- Color: Full spectrum of colors to keep exact intent of original artwork
- Paper: Mohawk Inxwell, Text 80 smooth
- Cost: per unit (1 poster = unit)

Handbook Specifications:

- Size: 8 3/8 X 5 1/4, folded
- Color: Full spectrum of colors to keep intent of original DMH-OHR approved handbook template
- Paper: Regular White Bond
- Binding: 2 booklet staples
- Number of pages cover to cover: 32 pages back-to-back / 64 total impressions
- Cost: per unit (1 booklet = unit)

Additional Required Specifications:

- Contractor shall provide alternate language formats of posters and handbooks to be distributed to customers when requested by DMH-OHR. For purposes of this IFB, the bidder shall assume that the poster and handbook specifications referenced above will not change, should there be a need for alternate language formats. If there is a significant difference in the number of pages of the handbook when translated to another language, DMH shall reimburse the Contractor for additional costs related to such changes.
- Contractor shall periodically update materials, when specifically requested by DMH-OHR.
- Upon completion of a master version of the poster and handbook, DMH-OHR shall inspect the contractor's work to assure accuracy of text, color and integrity of artwork prior to public distribution. DMH-OHR reserves the right to spot check Contractor's materials at anytime during the term of the agreement.

Distribution Specifications:

- Contractor shall currently have or establish a FAX number for customers' use.
- Customers shall contact the Contractor directly, via the FAX number, when placing an order for posters and/or handbooks.

- Contractor shall be available to take orders from customers via FAX, Monday through Friday, during normal business hours of 8:00 a.m. to 5:00 p.m., except holidays.
- Contractor shall fax a confirmation to the customer within 3 working days of receiving the order.
- Contractor shall process and distribute the customers' orders within 3 weeks of receiving the orders.
- Posters shall be bundled in packages of 25 units. Handbooks shall be bundled in packages of 100 units.
- Posters and handbooks shall be bundled and mailed in such a way that prevents damage to the materials. In the event of an unforeseen occurrence, such as a natural disaster, that causes for significant loss and/or damage to materials during transit to the customer, DMH shall reimburse the Contractor for additional costs related to producing new posters and handbooks for re-distribution.
- An average order of posters is 25 units per customer. An average order of handbooks is approximately 1,000 units per customer.
- DMH shall make available, forms for customers to use when ordering handbooks and posters from the contractor. The forms shall reference the contractor's contact information and shall be available to the public on the DMH website.

## **B) Bidder Minimum Qualifications**

- 1) Contractor shall have a minimum of 5 years experience printing large government orders, similar to the products described in the Scope of Work of this IFB.

## **C) Bid Requirements and Information**

### **1) Key Action Dates**

<u>Event</u>	<u>Date</u>
IFB available to prospective bidders	<u>February 10, 2005</u>
Mandatory Pre-bid conference	<u>February 28, 2005; 1:00 p.m.</u>
Final Date for Bid Submission	<u>March 17, 2005; no later than 3:00 p.m.</u>
Bid Opening	<u>March 17, 2005; 3:30 p.m.</u>
Notice of Intent to Award	<u>March 18, 2005</u>
Proposed Award Date	<u>April 1, 2005</u>

## 2) Mandatory Pre-Bid Conference.

- a) A mandatory pre-bid conference is scheduled to take place on February 28, 2005 from 1:00 p.m. to 3:00 p.m. at The Department of Mental Health, 1600, 9<sup>th</sup> Street, Room 250D for the purpose of discussing concerns regarding this IFB.
- b) In the event a potential prime contractor is unable to attend the mandatory pre-bid conference, an authorized representative may attend on their behalf. The representative may only sign-in for one (1) company. Subcontractors may not represent a potential prime contractor at a mandatory pre-bid conference. "No bid will be accepted unless the bidder or his authorized representative was in attendance."
- c) For contractors who need assistance due to a physical impairment, a reasonable accommodation will be provided by the awarding agency upon request for the pre-bid conference. The Contractor must call the Office of Human Rights at (916) 654-2327 no later than the fifth working day (February 18, 2005) prior to the scheduled date and time of the pre-bid conference to arrange for a reasonable accommodation.

## 3) Bid Submission Requirements

- a) Executive Summary- The bidder shall state its experience in response to the minimum qualifications and scope of work presented in this IFB, including a summary of the samples of work being submitted. In addition, the bidder shall address how it intends to maintain the FAX number for customers' use.
- b) Samples of Work- The bidder shall submit a minimum of two samples of work similar to the items specified in the scope of work for this contract.
- c) Cost Detail Sheet- The bidder shall use Attachment 3, Cost Detail Sheet, for submission of cost information.
- d) Bidder's References- The bidder shall utilize Attachment 4, Bidder References, to list a minimum of three references for services performed within the last five years, which are similar to the scope of work to be performed in this contract. References shall be used to confirm if the bidder meets the minimum qualifications (page 4) referenced in this IFB

## 4) Submission of Bid

- a) All bids must be submitted under **sealed** cover and sent to The Department of Mental Health by dates and times shown in Section C, Bid Requirements and Information, Item 1) Key Action Dates, (page 3). The sealed cover must be plainly marked with the IFB number and title, must show your firm name and address, and must be marked with "DO NOT OPEN", as shown in the following example:

**IFB Number: 04-74296-000**  
**IFB Title: Printing Services**  
**Department of Mental Health, Contracts Office**  
**1600 9<sup>th</sup> Street, Room 150**  
**Sacramento, CA 95814**

**DO NOT OPEN**

Bids not submitted under sealed cover may be rejected. **One (1) original and one (1) copy** of the bid must be submitted.

- b) All bids shall include the documents identified in Section E, Required Attachment Checklist (see page 9). Bids not including the proper "required attachments" shall be deemed non-responsive. A non-responsive bid is one that does not meet the basic bid requirements.
- c) All documents requiring a signature must bear an original signature of a person authorized to bind the bidding firm.

- d) Mail or deliver bids to the following address:

U.S. Postal Service Deliveries  
Hand Deliveries  
(UPS, Express Mail, Federal Express)

**Department of Mental Health**  
**Contracts Office**  
**1600 9<sup>th</sup> Street, Room 150**  
**Sacramento, CA 95814**

- e) Bids must be submitted for the performance of all the services described herein. Any deviation from the work specifications will not be considered and will cause a bid to be rejected.
- f) A bid may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all bids and may waive an immaterial deviation in a bid. The State's waiver of an immaterial deviation shall in no way modify the IFB document or excuse the bidder from full compliance with all requirements if awarded the agreement.
- g) Costs incurred for developing bids and in anticipation of award of the agreement are entirely the responsibility of the bidder and shall not be charged to the State of California.
- h) An individual who is authorized to bind the bidder contractually shall sign the Bid/Bidder Certification Sheet, page 10. The signature should indicate the title or position that the individual holds in the firm. An unsigned bid may be rejected.
- i) A bidder may modify a bid after its submission by withdrawing its original bid and resubmitting a new bid prior to the bid submission deadline. Bidder modifications offered in any other manner, oral or written, will not be considered.
- j) A bidder may withdraw its bid by submitting a written withdrawal request to the State, signed by the bidder or an authorized agent. A bidder may thereafter submit a new bid prior to the bid submission deadline. Bids may not be withdrawn without cause subsequent to bid submission deadline.
- k) The awarding agency may modify the IFB prior to the date fixed for submission of bids by the issuance of an addendum to all parties who received a bid package.
- l) The awarding agency reserves the right to reject all bids. The agency is not required to award an agreement.
- m) Before submitting a response to this solicitation, bidders should review, correct all errors and confirm compliance with the IFB requirements.
- n) Where applicable, bidder should carefully examine work sites and specifications. Bidder shall investigate conditions, character, and quality of surface or subsurface materials or obstacles that might be encountered. No additions or increases to the agreement amount will be made due to a lack of careful examination of work sites and specifications.
- o) The State does not accept alternate contract language from a prospective contractor. A bid with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC) are not negotiable.
- p) No oral understanding or agreement shall be binding on either party.

#### 4) Evaluation and Selection

- a) At the time of bid opening, each bid will be checked for the presence or absence of required information in conformance with the submission requirements of this IFB.
- b) The State will evaluate each bid to determine its responsiveness to the published requirements.
- c) Bids that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the bidder, may be rejected.
- d) Award if made, will be to the lowest responsive responsible bidder.

#### 5) Award and Protest

- a) Whenever an agreement is awarded under a procedure, which provides for competitive bidding, but the agreement is not to be awarded to the low bidder, the low bidder shall be notified by telegram, electronic facsimile transmission, overnight courier, or personal delivery five (5) working days prior to the award of the agreement.
- b) Upon written request by any bidder, notice of the proposed award shall be posted in a public place in the office of the awarding agency at least five (5) working days prior to awarding the agreement.
- c) If any bidder, prior to the award of agreement, files a written protest with the Department of General Services, Office of Legal Services, 707 Third Street, 7th Floor, Suite 7-330, West Sacramento, CA 95605 and the (insert name of awarding agency) on the grounds that the (protesting) bidder is the lowest responsive responsible bidder, the agreement shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter.
- d) Within five (5) days after filing the initial protest, the protesting bidder shall file with the Department of General Services and the awarding agency a detailed written statement specifying the grounds for the protest. The written protest must be sent to the Department of General Services, Office of Legal Services, 707 Third Street, 7<sup>th</sup> Floor, Suite 7-330, West Sacramento, California 95605. A copy of the detailed written statement should be mailed to the awarding agency. It is suggested that you submit any protest by certified or registered mail.
- e) Upon resolution of the protest and award of the agreement, Contractor must complete and submit to the awarding agency the Payee Data Record (STD 204), to determine if the Contractor is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131. This form can be found on the Internet at [www.osp.dgs.ca.gov](http://www.osp.dgs.ca.gov) under the heading FORMS MANAGEMENT CENTER. No payment shall be made unless a completed STD 204 has been returned to the awarding agency.
- f) Upon resolution of the protest and award of the agreement, Contractor must sign and submit to the awarding agency, *page one (1)* of the Contractor Certification Clauses (CCC), which can be found on the Internet at [www.dgs.ca.gov/contracts](http://www.dgs.ca.gov/contracts). This document is only required if the bidder has not submitted this form to the awarding agency within the last three (3) years.

#### 6) Disposition of Bids

- a) Upon bid opening, all documents submitted in response to this IFB will become the property of the State of California, and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.

- b) Bid packages may be returned only at the bidder's expense, unless such expense is waived by the awarding agency.

## 7) Agreement Execution and Performance

- a) Performance shall start not later than on the express date set by the awarding agency and the Contractor, after all approvals have been obtained and the agreement is fully executed. Should the Contractor fail to commence work at the agreed upon time, the awarding agency, upon five (5) days written notice to the Contractor, reserves the right to terminate the agreement. In addition, the Contractor shall be liable to the State for the difference between Contractor's bid price and the actual cost of performing work by the second lowest bidder or by another contractor.
- b) All performance under the agreement shall be completed on or before the termination date of the agreement.

## D) Preference Programs

- 1) Small Business Preference: [www.pd.dgs.ca.gov](http://www.pd.dgs.ca.gov)

This website provides information and procedures for bidders who wish to apply for the Small Business Preference Program. Please note that although participation in this preference program is optional, all bidders must complete and submit Attachment 9, "Small Business Preference."

Bidders that are certified as a small business in California are encouraged to apply for this RFP. In addition, per new Small Business Preference regulations, prime contractors who subcontract with a certified small business for not less than 25% of the total contract are eligible for small business preference.

- 2) Disabled Veteran Business Enterprise (DVBE) Preference

**Bidders must meet Disabled Veteran Business Enterprise (DVBE) Participation Program requirements to be viewed as a responsive bidder.** The DVBE Program Requirements (revised version 9/15/03) and required DVBE submittal forms are attached to this IFB. The purpose of the DVBE Program and additional information can also be found at the Internet website, <http://www.pd.dgs.ca.gov/dvbe/>. Select "DVBE Resource Packet" under "Related Links" for information on locating Certified DVBE's.

## E) Required Attachments

**Refer to the following pages for additional Required Attachments that are a part of this agreement.**



ATTACHMENT 1

REQUIRED ATTACHMENT CHECK LIST

A complete bid or bid package will consist of the items identified below.

Complete this checklist to confirm the items in your bid. Place a check mark or "X" next to each item that you are submitting to the State. For your bid to be responsive, all required attachments must be returned. This checklist should be returned with your bid package also.

<u>Attachment</u>	<u>Attachment Name/Description</u>
_____ Attachment 1	Required Attachment Check List
_____ Attachment 2	Bid/Bidder Certification Sheet
_____ Attachment 3	Executive Summary
_____ Attachment 4	Samples of Work
_____ Attachment 5	Cost Sheet
_____ Attachment 6	Bidder References
_____ Attachment 7	Small Business Preference Form
_____ Attachment 8	Disabled Veteran Business Enterprise Participation Forms and Instructions  Std. 840 Disabled Veteran Business Enterprise Participation Summary (page 1).  Good Faith Effort Documentation – Exhibit A (3 pages)
_____ Attachment 9	Payee Data Record (STD 204)
_____ Attachment 10	Contractor Certification Clauses (CCC 304A) The CCC can be found on the Internet at <a href="http://www.ols.dgs.ca.gov/Standard+Language">www.ols.dgs.ca.gov/Standard+Language</a> .

ATTACHMENT 2

BID/BIDDER CERTIFICATION SHEET

This Bid/Bidder Certification Sheet must be signed and returned along with all the "required attachments" as an entire package with original signatures. The bid must be transmitted in a sealed envelope in accordance with IFB instructions.

- A. Our all-inclusive bid is submitted as detailed in Attachment 5, Cost Sheet.**
- B. All required attachments are included with this certification sheet.
- C. I have read and understand the DVBE participation requirements and have included documentation demonstrating that I have met the participation goals or have made a good faith effort.
- D. The signature affixed hereon and dated certifies compliance with all the requirements of this bid document. The signature below authorizes the verification of this certification.

**An Unsigned Bid/Bidder Certification Sheet May Be Cause For Rejection**

1. Company Name	2. Telephone Number ( )	2a. Fax Number ( )
3. Address		
Indicate your organization type:		
4. <input type="checkbox"/> Sole Proprietorship	5. <input type="checkbox"/> Partnership	6. <input type="checkbox"/> Corporation
Indicate the applicable employee and/or corporation number:		
7. Federal Employee ID No. (FEIN)	8. California Corporation No.	
9. Indicate applicable license and/or certification information:		
10. Bidder's Name (Print)		11. Title
12. <b>Signature</b>		13. Date
14. Are you certified with the Department of General Services, Office of Small Business Certification and Resources (OSBCR) as: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> a. California Small Business  Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, enter certification number: _____ </div> <div style="width: 45%;"> b. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, enter your service code below: _____ </div> </div>		
<b>NOTE:</b> A copy of your Certification is required to be included if either of the above items is checked "Yes". Date application was submitted to OSBCR, if an application is pending: _____		

### Completion Instructions for Bid/Bidder Certification Sheet

Complete the numbered items on the Bid/Bidder Certification Sheet by following the instructions below.

Item Number s	Instructions
1, 2, 2a, 3	Must be completed. These items are self-explanatory.
4	Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.
5	Check if your firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit.
6	Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.
7	Enter your federal employee tax identification number.
8	Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.
9	Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being procured.
10, 11, 12, 13	Must be completed. These items are self-explanatory.
14	If certified as a California Small Business, place a check in the "Yes" box, and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSBCR.

ATTACHMENT 3

**Executive Summary**

The bidder shall state its experience in response to the minimum qualifications and scope of work presented in this IFB, including a summary of the samples of work being submitted. In addition, the bidder shall address how it intends to maintain the FAX number for customers' use.

ATTACHMENT 4

**Samples of Work**

The bidder shall submit **a minimum of two (2) samples of work** similar to the items specified in the scope of work for this contract.

ATTACHMENT 5

**Cost Detail**

Based on the specifications referenced under the Scope of Work (page 3), the bidder shall provide an all-inclusive rate, per unit, for the Poster and Handbook. The all-inclusive rate shall consider all costs related to the development, preparation/staff time, materials (paper, ink, mailing supplies, etc.), fax line/maintenance, reproduction and distribution of Posters and Handbooks.

Utilize the table format below to submit your bid:

Item	Bidder's All-Inclusive Rate	DMH-OHR Estimated # of Units	Total Cost for Each Item (all-inclusive rate x estimated # of units)
Poster	\$_____ per unit	x 1,500	\$ _____
Handbook	\$_____ per unit	x 150,000	\$ _____
<b>TOTAL BID</b>			<b>\$ _____</b>

ATTACHMENT 6

BIDDER REFERENCES

Submission of this attachment is mandatory. Failure to complete and return this attachment with your bid will cause your bid to be rejected and deemed nonresponsive.

List below three references for services performed within the last five years, which are similar to the scope of work to be performed in this contract.

**REFERENCE 1**

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

**REFERENCE 2**

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

**REFERENCE 3**

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

ATTACHMENT 7

**NOTICE TO ALL BIDDERS**

**Small Business Preference**

Section 14835, ET. Seq. Of the California Government Code requires that a five percent (5%) preference be given to bidders who qualify as a small business. The rules and regulations of this law, including the definition of a small business for the delivery of services, are contained in Title 2, California Administrative Code, Section 1896, et. seq. A copy of the regulations is available on request. To claim the Small Business Preference, which may not exceed \$50,000 for any bid, your firm must have its principal place of business located in California and be verified by the State Office of Small Business Certification and Resources. Questions regarding the preference approval should be directed to that office at (916) 322-5060 or (916) 323-5478.

**Please complete this form and return with your Bid.**

Are you claiming preference as a small business?

( ) YES      ( ) NO

Are you subcontracting not less than 25% of the total contract to a small business?

( ) YES      ( ) NO

Primary contractor or sub-contractor Small Business Number \_\_\_\_\_

\_\_\_\_\_  
Name of CONTRACTOR/Organization

\_\_\_\_\_  
Street Address, City, State, Zip Code

\_\_\_\_\_  
Today's Date